

**CONSTITUTION OF
THE GOVERNANCE BOARD
OF THE
CHESHIRE PARTNERSHIP FRAMEWORK**

THIS CONSTITUTION was adopted on 8 December 2006 and it is agreed that the Cheshire Partnership Framework Governance Board will be administered and managed in accordance with the provisions set down below.

1. The Terms of Reference of the Governance Board are attached as Appendix 1 to this Constitution.

2. This Governance Board (“the Board”) is established and operates within the Cheshire Partnerships Framework Agreement and Protocols.

3. Membership

- (1) The Board shall comprise representatives from the Member Bodies (see Schedule 1 for details). Each Member Body may additionally appoint a maximum of two reserve members. In the case of Local Authority Board members where no one political group holds overall control up to two further elected members of the Authority in question may attend meetings (but will not be Board Members) and with leave of the Chair, may speak.
- (2) One (co-opted) Board Member may be appointed from each of the Co-opted Bodies (see Schedule 2 for details). Such appointment shall be agreed by the Board in accordance with the provisions of this Constitution.
- (3) Amendment to the Membership of the Board shall only be by agreement of the Board in accordance with the provisions of this Constitution.

4. Termination of Membership

- (1) Membership shall be terminated on termination of the Cheshire Partnership Framework or if the Member Body ceases to exist.
- (2) A representative of a Board Member may be removed from membership:
 - (i) at the request of the Member Body;
 - (ii) on the resignation of the member by written notice to the Secretariat

5. Annual General Meetings

- (1) The Board must hold an annual general meeting within twelve months of the date of the adoption of this Constitution and shall then be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

6. General Meetings

- (1) Meetings other than the Annual General Meetings shall be called general meetings and shall then be held on a quarterly basis or at such other frequency as the Board may agree following the date of the first Annual General Meeting.
- (2) The Secretariat shall notify Board Members of the dates of the General Meetings by an agreed annual schedule of meetings.

- (3) The Secretariat shall prepare an Agenda for each meeting which shall be forwarded to Board Members for receipt wherever possible at least seven days prior to the meeting.

7. Special Meeting

- (1) A special meeting may be called by the Secretariat or the Chair as appropriate or on the request in writing of any Board Member.

8. Quorum

- (1) No business shall be transacted at any general meeting unless a quorum is present which shall be the representation of more than half of Board Members

9. Chair

- (1) A Chair and Vice-Chair of the Board shall be appointed by Board Members at the first Annual General Meeting and at subsequent Annual General Meetings thereafter.
- (2) These appointments of the Board shall be for twelve months or until the next Annual General Meeting whichever is earlier. In the event of a termination of an appointment within the year of office an alternative appointment shall be made at the next General Meeting or at a Special Meeting as appropriate.
- (3) In the absence of both the Chair and Vice-Chair the Members may appoint a temporary Chair for a meeting.

10. Adjournments

- (1) The Board Members present at a meeting may resolve that the meeting shall be adjourned, in which case the person who is Chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- (2) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

11. Decision Making

Decisions shall be taken on a general consensus of opinion between Board Members. Where a consensus cannot be achieved the minutes shall:

- (i) Reflect the majority view
- (ii) Provide details of any minority view or views
- (iii) Indicate those Board Members who support the majority view and those who support the minority view or views

12. Co-opted Members

- (1) Co-opted Board Members shall be entitled to attend and speak at meetings, subject to the discretion of the Chair.

13. Delegation of Responsibilities to Board Members by Member Bodies

- (1) Individual Board Members shall act in accordance with the scheme of delegation agreed by their relevant Member body.
- (2) Delegation may include powers to:
 - commit resources
 - attend meetings
 - confirm actions

14. Committees and Sub-Committees

- (1) The Board may delegate any of its powers or functions to a Committee of the Board and if appropriate (and subject to the approval of all Members of the Board) a Committee may delegate powers or functions delegated to it to a Sub-Committee.
- (2) Delegation of powers to Committees and Sub-Committees shall be subject to appropriate Conditions including:
 - that stated relevant powers are to be exercised exclusively by the Committee/Sub Committee in question;
 - that no expenditure may be incurred on behalf of the Board or the LSP except in accordance with any budget previously agreed.
- (3) The delegation to a Committee or Sub-Committee may be revoked by majority decision.
- (4) All acts and proceedings of any Committee or Sub-Committee shall be reported to the next general meeting of the Board

15. Minutes

- (1) The Secretariat support must keep minutes of all meetings, to include
 - the names of the Members present at the meeting;
 - the decisions made at meetings
 - the reasons for decisions
 - details of instances where consensus could not be reached/ achieved (Para 11)
- (2) Minutes will be approved as an accurate record at the next General Meeting.

16. Access to Meetings and Confidential/Exempt Matters

- (i) Meetings of the Board and its Agendas and Minutes will normally be open to the public
- (ii) However where items may involve the discussion of matters which may involve the consideration of “exempt” or “confidential” information as defined in the Local Government Act 1972 (as amended) then those matters may be

discussed as “Part 2/ Confidential Matters” and such items shall be exempt/confidential appendices to the Agenda and Minutes.

17. Secretariat, Advisers and Support Officers

- (1) Collective management and administrative support for the Governance Board will be provided by the Cheshire Local Area Agreement Group.
- (2) These arrangements will be maintained until the first annual review of the Cheshire Partnerships Framework.

18. Signatories to the Constitution

Signed:
Dated:
for the Communities of Cheshire Partnership

Signed:
Dated:
for Cheshire County Council

Signed:
Dated:
for Chester City Council

Signed:
Dated:
for Crewe & Nantwich Borough Council

Signed:
Dated:
for Congleton Borough Council

Signed:
Dated:
for Ellesmere Port & Neston Borough Council

Signed:
Dated:
for Macclesfield Borough Council

Signed:
Dated:
for Vale Royal Borough Council

Signed:
Dated:
for Cheshire Association of Local Councils

Signed:
Dated:
for Cheshire Police Authority

Signed:
Dated:
for Cheshire Fire Authority

Signed:
Dated:
for Western Cheshire Primary Care Trust

Signed:
Dated:
for Central & Eastern Cheshire Primary Care Trust

Signed:
Dated:
for Cheshire & Warrington Learning & Skills Council

Signed:
Dated:
for Connexions Cheshire & Warrington

Signed:
Dated:
for Job Centre Plus

Signed:
Dated:
for North West Development Agency

Signed:
Dated:
for Natural England Partnership

Signed:
Dated:
for Environment Agency

Signed:
Dated:
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SCHEDULE 1

MEMBERSHIP OF THE BOARD

(as at 8 December 2006)

- Cheshire County Council - Leader
- Ellesmere Port & Neston Borough Council - Leader
- Chester City Council - Leader
- Vale Royal Borough Council - Leader
- Crewe & Nantwich Borough Council - Leader
- Congleton Borough Council - Leader
- Macclesfield Borough Council – Leader
- Cheshire Association of Local Councils - Chairman
- Cheshire Police Authority – Chairman
- Cheshire Fire Authority – Chairman
- Western Cheshire Primary Care Trust – Board Chairman
- Central & Eastern Cheshire Primary Care Trust – Board Chairman
- Cheshire & Warrington Learning & Skills Council – Chairman
- Connexions Cheshire & Warrington – Board Chairman
- Job Centre Plus – Area Manager
- North West Development Agency – Board Member
- HE / FE sector – to be determined
- Natural England Partnership – to be determined
- Environment Agency – to be determined

SCHEDULE 2

BODIES TO HAVE CO-OPTED MEMBERSHIP OF THE BOARD

(as at 13 January 2006)

- Government Office for the North West
- Communities of Cheshire Partnership – Chairman

GOVERNANCE BOARD

Principal Functions: Leadership and Overall Accountability

- (1) Provide a strategic focus and vision for the delivery of joined-up public services in Cheshire, particularly in relation to the 'shared priorities'.
- (2) Take overall collective accountability for delivering the vision for the communities of Cheshire.
- (3) Receive reports from the Communities of Cheshire Partnership and determine any matter brought for resolution.
- (4) In conjunction with the Communities of Cheshire Partnership:
 - a) Monitor the performance of the District Local Strategic Partnerships and the Cheshire-wide Thematic Partnerships and resolve issues referred by the Communities of Cheshire Partnership to ensure agreed outcomes are achieved;
 - b) Identify and support opportunities to re-align public sector activity and spending to better meet community needs and priorities and deploy resources when appropriate;
 - c) Consider the potential for using the legal powers vested in local authorities to promote economic, social and environmental well-being in furthering the aims of the Cheshire Partnerships Framework;
 - d) Monitor progress on the second generation Local Public Service Agreement, and any subsequent LPSAs, to ensure optimum rewards for the communities of Cheshire;
 - e) Lead the development of, sign off and then monitor progress of the Cheshire-wide Local Area Agreement; and
 - f) Influence and lobby in the interests of the communities of Cheshire.
- (4) Protect and promote the interests of member authorities and organisations of the Cheshire Partnerships Framework.
- (5) Promote a high standard of public administration throughout Cheshire